



# **ST NEOTS ARMED FORCES DAY GALA**

## **Saturday 18 June 2016**

### **Trader Application Form**

ALL APPLICATIONS MUST BE RECEIVED BY  
FRIDAY 13<sup>TH</sup> MAY 2016

Complete all sections of this application form and send with all relevant documentation to:

**Karen Pollecutt, Secretary**  
**St Neots Armed Forces Day Committee**  
C/o St Neots Town Council  
Council Offices  
The Priory  
St Neots  
PE19 2BH

Or send scanned documents to [Karen@stneots-tc.gov.uk](mailto:Karen@stneots-tc.gov.uk)

*Please note: Applications will not be valid without your signature*

If your application is successful we will contact you with an offer to trade that will include a price for your pitch based upon the information you have provided. Terms of booking, invoice and site information will be sent to you following the success of your application.

**PLEASE DO NOT SEND PAYMENT WITH YOUR APPLICATION**



TRADER INFORMATION		
Trading Name:		
Main Contact Name:		
Address:		
Postcode:		
Contact Email Address:		
Contact Telephone Number:		
Name of local authority company registered with (if applicable)		
Public Liability Insurance Company:		
Policy Number:		
Public Liability Insurance Expiry Date:		
PITCH INFORMATION		
Category 1:	International, speciality meat & other general hot foods	£200
Category 2:	Baguettes, hot potatoes, crepes & vegetarian foods	£200
Category 3:	Confectionery, doughnuts and other snack foods	£100
Category 4:	Juice bars, speciality tea & coffee bars	£100
Category 5:	Ice cream vans	£200
Category 6:	Licenced Bar	£500
Category 7:	Arts, crafts, home décor and garden supplies	£50
Category 8:	Registered charity	£15
Category 9:	Clothing, accessories, hair & beauty	£50
Category 10:	Equipment Loan (1 erected gazebo, 2 chairs, 1 table)	£15

**Please note:** a pitch is a marked out area, as standard we do not provide tables, chairs or gazebos - you are required to bring these items yourselves. Equipment Loan - we only have a limited number of these items and they will be allocated on a first come first served basis to those that request them.

STALL/UNIT DETAILS	
Trader Category:	
Type of Cuisine:	
Stall/unit frontage in metres: (Including all ropes, trailers, awnings etc.)	



Stall/unit depth in metres:	
Stall/unit construction details: (e.g. trailer, gazebo, marquee)	
Equipment loan request: (please specify here any gazebos, tables or chairs required)	

Please note that this is not just your stall/unit but everything else as well; therefore you must include the space needed for all trailer units (including low tow bar), marquees, essential on-site vehicles and any other structures or equipment you intend to use.

### POWER USAGE INFORMATION

Please detail all electrical equipment you will have and the wattage each item will use. All equipment must be PAT tested and electrical safety certificates forwarded with the application.

Item	Wattage

Please provide full details of all generators you will be bringing on site. **Note:** These must be kept out of reach of the general public with all necessary barriers and signs in place.

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### ADDITIONAL INFORMATION

**Traders must ensure their pitch area is kept clean and free from rubbish at all times.**

### VEHICLE PASSES

*Please list any vehicles you will be bringing and leaving on site as part of your pitch as well as any delivery vehicles. Please note the number of vehicles permitted to stay on site is restricted. If you wish your vehicle to remain on site during the course of the event it must be essential to your operation and detailed on your application form.*

Vehicle 1 - purpose (delivery, unit etc.):			
Registration no:		Vehicle type:	
Vehicle 2 - purpose (delivery, unit etc.):			
Registration no:		Vehicle type:	



PARKING	
<p>The number of vehicles permitted to stay on the site is very restricted. If you wish for a vehicle to remain on site during the course of the event it must be essential to you operating your stall/unit e.g. refrigerated vehicle &amp; it must be detailed on your application form. Please ensure this is detailed above.</p> <p>All vehicles will be given access to the site for deliveries but they will then need to be <b>parked in the car park accessed via gate 2 during the course of the event.</b> All vehicles must be offsite at least 1 hour before the event opens. Vehicle access at the end of the event will be permitted only after the public is cleared and permission obtained from the event organisers. Please note that vehicle movement in the park is to be kept to a minimum, therefore vehicle access will only be given to essential vehicles.</p>	
STAFF & VEHICLE PASSES	
Number of staff passes required:	
Number of vehicle passes required:	
<b>Additional notes:</b>   	

APPLICANT CHECKLIST	
<i>Please ensure the following documentation is sent with your application form.</i>	<i>Please Tick</i>
Completed application form with signature	<input type="checkbox"/>
Copy of Public Liability Insurance Certificate (to a minimum value of £5 million)	<input type="checkbox"/>
Caterers - full menu and price list of all items to be sold at the event	<input type="checkbox"/>
Other - outline list of items to be sold and price range	<input type="checkbox"/>
Current photograph of the unit and layout	<input type="checkbox"/>
Copies of staff hygiene certificates	<input type="checkbox"/>
Copy of your risk assessment for operating at an outdoor event ( <i>this only applies if your organisation employs 5 or members of staff</i> )	<input type="checkbox"/>

### SIGNATURE AND AGREEMENT

*Please read the attached regulations carefully. Your signature on this form will be seen as an agreement that you and your staff will abide by all the regulations stipulated.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*St Neots Armed Forces Committee reserves the right to refuse admission and to remove any persons and their equipment from the event/site at any time. Database is for our use only and will not be available to anyone outside the St Neots Armed Forces Committee or St Neots Town Council.*

**Thank you for your application.**



## Event Regulations

*Please keep for future reference*

### 1 GENERAL REGULATIONS

- 1.1 All mobile caterers must be registered with the Environmental Health Department of the relevant local authority.
- 1.2 Stalls/units will be allocated a specific pitch within the park by the event organisers. The pitch size will be as requested on the application form and must not be exceeded. Failure to comply with the siting instructions of the event organisers will result in removal from the site without refund of fee.
- 1.3 Vehicle dimensions and registration must be detailed in the application. Vehicle passes issued are non-transferable and no vehicle will be allowed on site without a vehicle pass. No vehicle movement is permitted onsite during the vehicle curfew. Only essential vehicles will be permitted to remain onsite as part of your pitch.
- 1.4 Caterers must supply a menu list of what he/she proposes to sell. No changes are permitted without prior permission from the event organisers. The agreed price list must be displayed throughout the course of the event. Failure to comply will result in removal from site without refund of fee.
- 1.5 A proposed plan and photograph of the caterer's vehicles/structures must be included with the application. Failure to do so will result in your application not being accepted.
- 1.6 Traders must be in possession of full public liability insurance to a minimum value of £5,000,000 for the date of the event. Documentation of the insurance cover must be submitted with the application. Failure to do so will result in your application not being accepted.
- 1.7 Traders must display their proposed trading name on their unit/stall through the course of the event.
- 1.8 Traders must close down their stall/unit when asked to by the event organiser or their representatives.
- 1.9 A full list of appliances that require power must be submitted on the application form. No changes can be made without prior permission from the event organisers.
- 1.10 Traders must keep their site clean and tidy at all times.
- 1.11 Traders are responsible for removal from site of all waste including waste oil products as approved by the event organisers, dirty water and unsold food. These are not to be left on site under any circumstances. A Trader causing ground damage will be liable to the full cost of re-instatement.
- 1.12 No glass or shatterable plastic is permitted.
- 1.13 No caterer is permitted to sell alcohol or tobacco.
- 1.14 No dogs are permitted at the unit/stall.
- 1.15 No trader may use a PA system or any amplified music or sound unless by prior arrangement with the event organisers.
- 1.16 No overnight camping is permitted on site.
- 1.17 Caterers must honour any crew/staff food vouchers that are presented, the full monetary value will be refunded by the event organiser (£5.00 per voucher). It is expected that the crew food/staff food would include a decent amount of food and drink.
- 1.18 Stalls/units must be open and staffed continuously during the advertised opening hours for the event. Only those wearing official "Trader" ID will be permitted to sell at the event.
- 1.20 Traders must ensure that the site speed limit of 5mph is adhered to at all times by them and their associates.



- 1.21 The Council requires that all traders do not and will not discriminate against or in favour of any person by reason of colour, creed, race, ethnic or national origin, age, disability, sex, sexual orientation or marital status. Your signature on this application form will be taken as such an assurance.
  - 1.22 Applications will be accepted on the strict understanding that St Neots Town Council reserves the right to refuse any application.
  - 1.23 Successful applicants will be notified following the application closing date. If successful, traders must meet all deadlines for return of contracts and payment.
  - 1.24 The signature of the trader on the application form will be taken as an assurance that the caterer agrees to abide by the event regulations.
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2. **HEALTH AND SAFETY**
  - 2.1 The trader must comply with the Council's guidelines for outside events.
  - 2.2 Each application is subject to approval by the Council's Environmental Health & Trading Standards Section.
  - 2.3 All successful applicants must comply with all current Government Acts and legislation and any EEC directives pertaining to outside events, including 'The Health and Safety at Work Act 1974' (and relevant codes of practice), 'The Food Safety Act 1990' and 'The Food Hygiene Regulations 2006'.
  - 2.4 All caterers are required to demonstrate correct food safety procedure and show documentation for Hazard Analysis Critical Control (HACCP).
  - 2.5 All traders of 5 or more employees must supply upon application and for inspection at the event a written risk assessment for their operation at an outdoor event, identifying where harm could happen to staff and the general public, and what precautions are taken to reduce the risks identified.
  - 2.6 Traders of less than 5 employees will need to demonstrate on the day prior to trading how they intend to function safely. This inspection will be carried out by the Council's Health and Safety Office whose word is final.
  - 2.7 All caterers must be in possession of a properly equipped First Aid box in each unit.
  - 2.8 All caterers must be in possession of suitable fire extinguishers relevant to the appliances in each unit/stall.
  - 2.9 All LPG gas cylinders must be secured, only quick release connectors are permitted. No more than 200kg may be brought on site at any one time.
  - 2.10 All electrical equipment to be used must be PAT tested (portable appliance test) including all cable and power leads. A test label must be attached to each piece of equipment, accompanied by the testing certificate. Copies of these documents must be submitted with the application and be available for inspection at the event.